



**PRESS EVENT/
PRESS ANNOUNCEMENT
APPLICATION
CITY OF MARIETTA**

PARKS & RECREATION DEPARTMENT

1. Name of Organization _____
Address _____
Phone Number _____ Fax Number _____
e-mail address/website _____
2. Name of Applicant _____
Address _____
Phone Number _____ Fax Number _____
3. Name of Event _____

4. Purpose of Event _____

5. Location of Event _____
6. Rain Policy _____
7. Event Date _____
Set-up Time _____ Tear down Time _____
Hours Participants Attend _____
8. Will any signs/banners be hung? yes _____ no _____
Banner wording and location _____

9. How do you plan to publicize this event? _____

For Parks and Recreation Use Only

date received _____ received by _____ SE review _____ DH review _____
initial/date initial/date

approved _____ date _____ denied _____ reason _____

10. Please include a tentative schedule. This can be fine tuned as the date approaches.

11. List any electrical needs. Be as specific as you can, so we can contact our electrician if necessary.

12. Who is responsible for clean-up? _____

Address _____

Phone Number: day _____ night _____

Fax Number _____

13. Will additional trash receptacles be needed? yes _____ no _____

14. Is a parade/demonstration planned in connection with this event?

yes _____ no _____

Separate permit is required through the Marietta Police Department

15. Do you require security? yes _____ no _____

Describe your needs _____

Contact the Marietta Police Department

16. Do you plan to set up any temporary structures? _____

Describe. List size, purpose and location _____
